

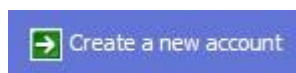


## Windows User Account Settings Tutorial #22

### Making Multiple User Accounts

Creating multiple accounts on your computer allows its users privacy. Various users cannot access stored information from different user accounts. Once you set up various accounts and restart your computer, you will be brought to the option of signing into the various user accounts. To set up an account you must:

- (1) Left click on "Start"
- (2) Left click on "Control Panel"
- (3) Left click on "User Accounts"
- (4) Left click on "Create a New Account"



- (5) In "Name the New Account," type in a new name and left click on "next"

### Name the new account

Type a name for the new account:

CAP

This name will appear on the [Welcome screen](#) and on the [Start menu](#).



- (6) "Pick an Account Type" by left clicking in the bubble beside. There is two options:  
**Computer Administrator:** Controls account information on each account  
**Limited:** No access to administrative functions. These user accounts must access the administrator accounts to be able to change functions on different accounts

### Pick an account type

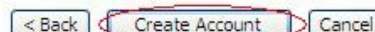
☒ Computer administrator ☐ Limited

With a limited account, you can:

- Change or remove your password
- Change your picture, theme, and other desktop settings
- View files you created
- View files in the Shared Documents folder

Users with limited accounts cannot always install programs. Depending on the program, a user might need administrator privileges to install it.

Also, programs designed prior to Windows XP or Windows 2000 might not work properly with limited accounts. For best results, choose programs bearing the Designed for Windows XP logo, or, to run older programs, choose the "computer administrator" account type.



- (7) When you are ready to continue, left click on “Create Account”
- (8) The “User Accounts” page will appear. This means that the account has been created and it will be listed along with the other user accounts once you reboot your computer.

## Changing User Account Settings

These instructions will allow you to delete your account, change passwords, change name, change picture, etc. This will allow you to customize your account settings.

- (1) Left click on “Start”
- (2) Left click on “Control Panel”
- (3) Left click on “Change an Account”
- (4) Left click on the account you wish to change



- (5) Choose from the list:



- (6) Choose any option and follow the instructions

## Switching Users

If another user wishes to go onto their account and the computer is already on another users account, to switch users you must:

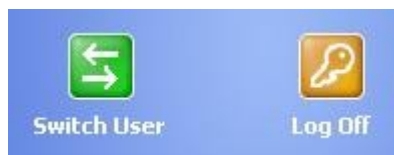
- (1) Left click on “Start”



- (2) Left click on “Log Off”



- (3) Left click on “Switch User”



- (4) This will allow you to choose a different user to log into